



State of Louisiana
DIVISION OF ADMINISTRATION

Control No. _____

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

September 30, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-12

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: 941/L3 W-2 Reconciliation Packets for 09/30/99

Attached is the 941/L3 reconciliation packet for the quarter ending September 30, 1999. Procedures for reconciling the various reports are found in Section 4.02 of the OSUP Standard Accounting Procedures Manual.

W-2 totals are used by OSUP to reconcile federal and state tax payments to be remitted. As a result, employee W-2 Exception Totals appear as outstanding items on the **Outstanding Amounts Report (see attached)**. Agency payroll personnel must resolve these W-2 exceptions, other outstanding 941/L3 tax adjustments and all invalid Social Security/Medicare Wage exceptions by correcting employee wage data (i.e., current pay wage adjustments, balance adjustments, etc.). W-2 Exception Reports and Social Security/Medicare Wage Exception Reports are included in the reconciliation packet for those agencies that have exceptions. Those exceptions not cleared by year end will prevent affected employees from receiving system generated W-2's for 1999.

Due to the fact that OSUP will be using one EIN for tax payments effective January 2000 per OSUP Memorandum #2000-10, OSUP is now requiring copies of original and amended Form 941's (Employer Federal Tax Return) for the September 1999 and December 1999 quarters.

It is imperative that agencies work their exception reports regularly to avoid having to do W-2c's, amended 941's and 941c's at the end of the calendar year. The W-2 and SSEC/Medi Wage Exception Reports are sent out every pay period.

Any questions regarding the 941/L3 W-2 Reconciliation or future training sessions should be directed to one of the following members of the User Services Unit at (225):

Karen Antoine	342-5354	Debbie Causey	342-5950
Lawanna Green	342-5345	Paula Rotolo	342-5357

Attachment

RSM:KWA:mmh